



Department of Energy

Washington, DC 20585

October 23, 2003

I am pleased to appoint you as a member of the Environmental Management (EM) Site Specific Advisory Board (SSAB), Northern New Mexico Citizens' Advisory Board, for a period of two years effective May 23, 2003. Your service to the Board and EM is appreciated.

The Board has been established in accordance with the Federal Advisory Committee Act (Public Law 92-463) to provide the Field Office Manager and me with independent, outside advice and recommendations concerning the following EM site-specific issues: cleanup standards and environmental restoration; waste management and disposition; stabilization and disposition of non-stockpile nuclear materials; excess facilities; future land use; long-term stewardship; risk assessment and reduction; and science and technology activities.

We welcome your participation. Nominees are selected on the basis of their ability to represent local interests and concerns, knowledge of pertinent environmental concerns, physical proximity to the site, experience in consensus building skills, and ability to donate adequate time to Board activities.

Board meetings are open to the public, and broad notification of these meetings should encourage public participation. Arrangements will be made for reimbursement of authorized travel and per diem expenses that you incur while serving on the Board.

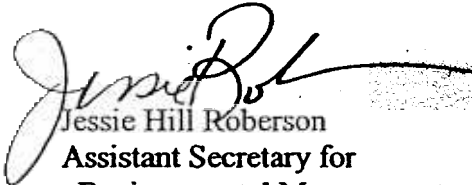
As a member of the EM SSAB, Northern New Mexico, you will not be considered a Federal employee. There are, however, conflict of interest restrictions that apply to you as a member of an EM SSAB. These restrictions are designed to ensure the integrity in the Board process and the credibility of its work product. As a member of the EM SSAB, you are required to disclose to the Deputy Designated Federal Officer (DDFO) any potential conflict of interest prior to participation in any Board discussion of a matter that would have a direct and predictable effect on any company, organization, or entity with which you are associated or in which you have a financial interest. Subsequently, the DDFO, in consultation with counsel, shall decide whether you should recuse yourself from participation in Board activities that would have a direct and predictable effect on such companies, organizations or other entities.



Printed with soy ink on recycled paper

I would appreciate written confirmation of your acceptance of this appointment at your earliest convenience. If you have any further questions, please call Ms. Sandra Waisley, Acting Director, Office of Intergovernmental and Public Accountability, at (202) 586-3087.

Sincerely,



Jessie Hill Roberson
Assistant Secretary for
Environmental Management